Dryden Flight Research Center
DCP-X-011
Revision: F

Document Author/Owners

START

First Line Supervisor

Develop/amend the document (See Note 1)

Review the document for accuracy

Acceptable?

No

Yes

Use Interactive Document Management System (IDMS) to submit document request. Contact MSSO for assistance if necessary

Submit document to the Management System Support Office (MSSO). Document author does not need to forward a copy for documents created or revised by the MSSO

MSSO Support Contractor

Review document (s) for completeness per DOP-X-103

Documentation Administrator

Release the document for review to applicable IDMS registered users (see Note 2)

Applicable IDMS Registered Users

Review the document(s) online (See Note 3)

Concur?

No

Yes

Concur with comments?

No

Yes

Enter comments electronically

Confirm concurrence electronically

Enter comments and confirm non concurrence electronically

Incorporate comments into the procedure
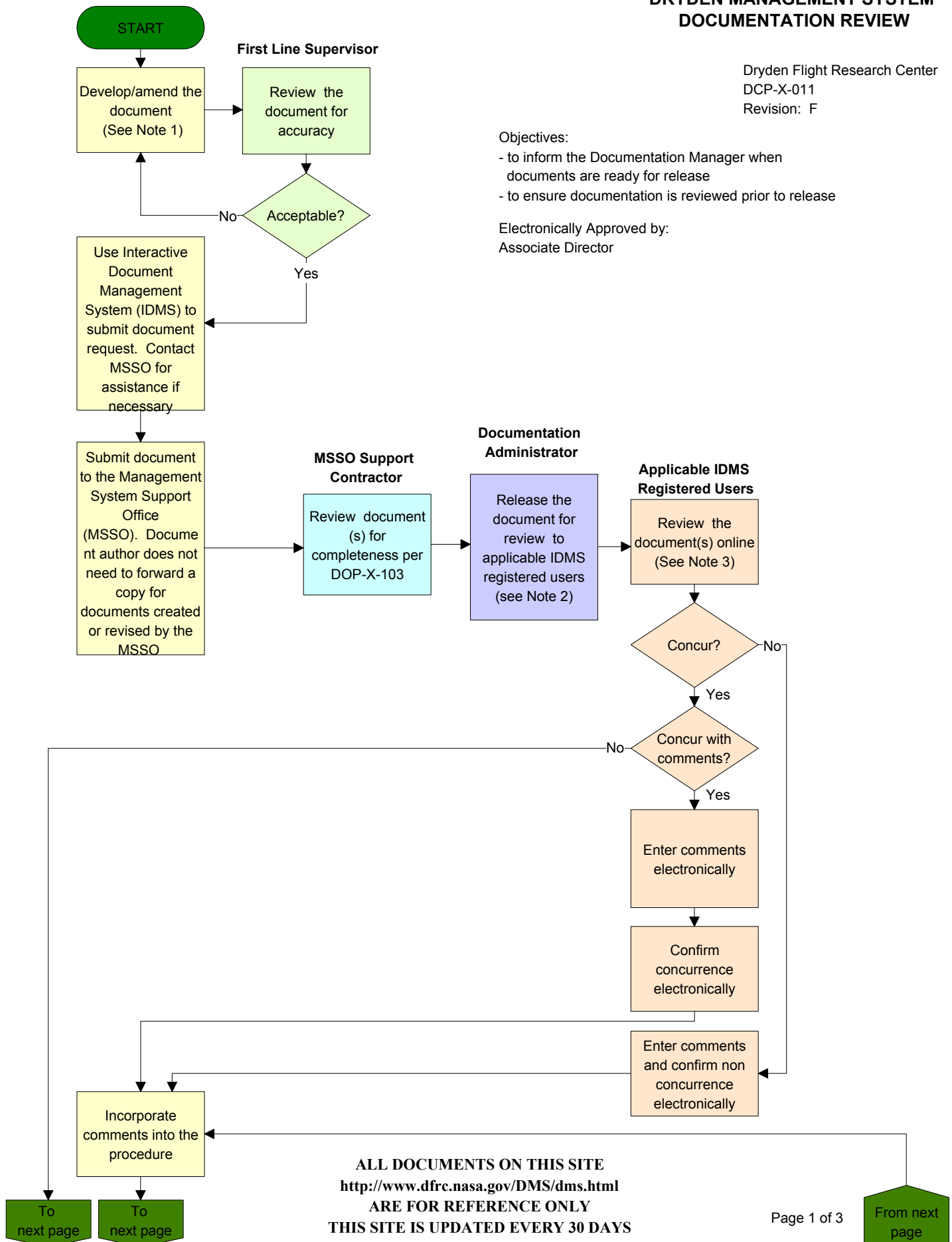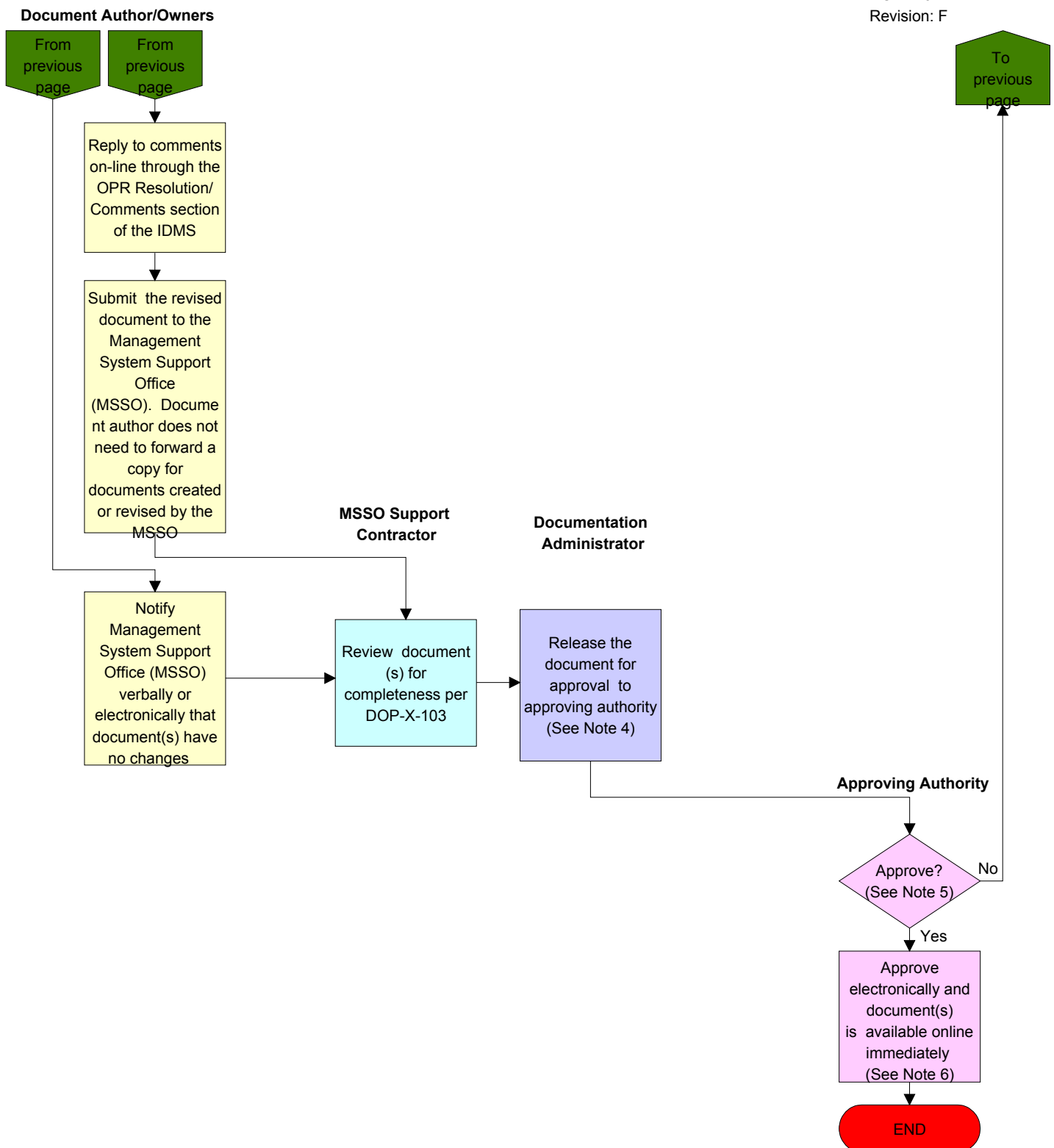
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Objectives:
- to inform the Documentation Manager when documents are ready for release
- to ensure documentation is reviewed prior to release

Electronically Approved by:
Associate Director

**ALL DOCUMENTS ON THIS SITE
http://www.dfrc.nasa.gov/DMS/dms.html
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS**

Document Author/Owners

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Reply to comments on-line through the OPR Resolution/ Comments section of the IDMS

Submit the revised document to the Management System Support Office (MSSO). Document author does not need to forward a copy for documents created or revised by the MSSO

MSSO Support Contractor

Documentation Administrator

Notify Management System Support Office (MSSO) verbally or electronically that document(s) have no changes

Review document (s) for completeness per DOP-X-103

Release the document for approval to approving authority (See Note 4)

Approving Authority

Approve? (See Note 5)

No

Yes

Approve electronically and document(s) is available online immediately (See Note 6)

END

Note 1:

All controlled documents must have:
1. Unique document number (on each page)
2. Revision level and revision control (on each page), revisions start   from baseline alphabetically beginning with A
3. Approval authority
4. Pagination (1 of x) (on each page)
5. The Dryden footer
6. Information for Document History page:
 - Document number and revision
 - Date approved (current revision will have words "see IDMS document master list"
 - Issue (Baseline, Rev A, Rev B)
 - Page (page affected)
 - Amendment details

Document identifiers and Revision Level:

General: DCP-X-XXX   Rev: Draft

Doc Type

Unique number

Office of Primary
  Responsibility

Rev Level
Draft, Baseline, A, B
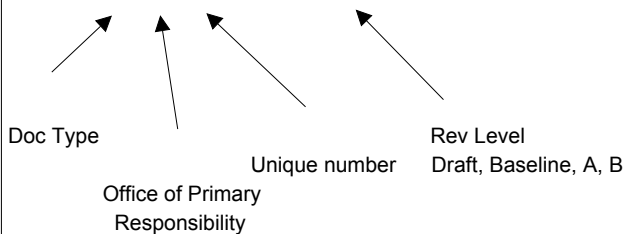
Document Type:
    Dryden Centerwide Procedure (DCP)
    Dryden Organizational Procedure (DOP)
    Dryden Equipment Instruction (DEI)
    Dryden Hand Book (DHB)
    Dryden Organizational Chapters (DOC)

Exceptions to the above include the following:
1. Dryden Policy Directives (DPDs) comply with DCP-F-600 and DCP-F-611
2. Development and numbering of Dryden Forms comply with DCP-F-602

Note 2:

For:
DCP, DPD, DOM, DOC, DMSM, and CIP
        - release documents to all single letter code directors and office chiefs for review

DOP, DEI, and DHB
        - release documents to director and branch chiefs of the organization for review if requested

Note 3:

-If a reviewer does not comment within the given time period an automatic concurrence will occur for that reviewer

Note 4:

 Primary Approving Official:
-DMSM and CIP; Center Director or designee
-DPD, DCP, DOM, and DOC; Associate Director
-DOP, DEI, and DHB; Directorate and Office Chiefs; Associate Director for Office of the Center Director

Note 5:

-The Approving Authority may choose to hold a "Table Top" Document Review in order to expedite approval of controversial documents. The Approving Authority may then electronically approve the document upon incorporation of these comments or may ask for another on-line review.

Note 6:

-E-mail is sent to registered users selected by the OPR that document(s) is approved

Reference:

Interactive Document Management System (IDMS) is modified through the Configuration Control Board (CCB) per DOP-F-308.

DOCUMENT HISTORY PAGE

This page is for informational purposes and does
not need to be retained with the document.

DATE APPROVED   ISSUE   PAGE   AMENDMENT DETAILS

2/2/99   Baseline

3/17/99   Rev A   All   Added DHB to note 4, Inserted Note 6 and changed
Note 6 and 7 to Notes 7 and 8.

3/26/99   Rev B   All   Changed "IDMS Administrator" to "Documentation
Administrator" , modified block three of "Document Author/Owner" on page 1 and fourth block on page 2, removed
"electronic" from Note 3 on page 1, and modified this Document History Page.

3/31/99   Rev C   1   Modified Note 1.

4/13/99   Rev D   1   Modified block 1 for "Document Author/Owner" and
"First Line Supervisor". Added second bullet to Note 1.

05/28/99   Rev E   All   Renumbered Notes 2-6. Modified Note 1, Note 2,
and Note 4. Modified blocks 2 & 3 of "Document Author/Owner" on page 1 and block 2 on page 2.

See IDMS Document Master List   Rev F   All   Modified Notes 1, 2, 4, 6 and the reference note and the tasks
for Document Administrator